



## EMBASSY OF THE UNITED STATES OF AMERICA

### Position Vacancy Announcement

ANNOUNCEMENT NO: VA-09-33

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Public Diplomacy Assistant (U.S. Consulate General - Juba)  
**OPENING DATE:** Friday May 22, 2009  
**CLOSING DATE:** Friday June 05, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-08

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Public Diplomacy Assistant in the Public Affairs Section (PAS) for U.S. Consulate in Juba.

A copy of the complete position description listing all duties and responsibilities is available at [www.state.gov](http://www.state.gov) link to:

[Http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html)

#### **BASIC FUNCTION:**

Under the direct supervision of the Consul General (and, eventually, a Juba-resident Public Affairs Officer) in addition to the guidance of the Public Affairs Officer in Khartoum, the incumbent assists in the implementation of cultural and exchange programs, public affairs programming, and other outreach activities mainly in the southern region of Sudan. Contributes to Public Affairs Section contact lists, suggests materials for local distribution, visits institutions and events, takes notes and drafts reports. Liaises with local schools and English-language programs to assess needs and help provide support. Works with Information and Media Assistant in Khartoum to help as needed with press monitoring and translation, with special attention to local reaction to Mission programs and to cultural and academic news predominately in the southern region of Sudan. Works with Alumni Coordinator in Khartoum to implement alumni outreach strategies.

#### **Major Duties and Responsibilities:**

- Incumbent serves as Public Diplomacy Assistant, major duties and responsibilities include: Under the guidance of the Consul General and the Public Affairs Officer, assists with Public Affairs Section cultural programs, such as visiting speakers, digital videoconferences and locally organized events. Provides input for relevant contacts, venues, invitees and appropriate support materials. Works on logistics, implementation and relevant follow-up. Helps draft results reports.
- Takes the initiative in suggesting programs that address Mission Strategic Plan themes (a) targeting youth audiences; (b) using audiovisual media, including music, film and poster shows; (c) using as speakers, trainers or performers local resources, such as private-sector "targets of opportunity" (persons already in Sudan on other business) and alumni of USG-sponsored programs.

- Collaborates as needed with Information and Media Assistant to source, assemble and distribute books, electronic journals, audiovisual items and other support materials.
- Collaborates with Information and Media Assistant in monitoring local press and publications and in checking with contacts in order to seek program opportunities, assess local reaction to Mission programs, and find cultural and academic news.
- Assists Cultural Affairs Specialist with Post's exchange programs, especially the International Visitor Leadership Program; provides administrative support, helping to distribute bio-data forms, draft nominations, and ensure timely visa and travel arrangements.
- Helps liaise with local schools, universities, and English-language teaching institutions; develops and maintains a comprehensive institutional database. Supports development of American Corners or other library/educational links.

#### **QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** A B.A. or B.Sc. university degree in liberal arts, social sciences, American Studies, or other arts and humanities is required. Graduate work is desirable.

--**Prior Work Experience:** Three years experience in events or program planning, arts administration, public relations, academia, media or related fields.

#### **Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

--**Skills:** Must have strong communication, networking and computer word-processing abilities. Should combine innovative and imagination with planning and logistical skills. Must be willing to travel on regular field trips to various parts of the Sudan, predominately within the southern region of Sudan. Must be able to draft correspondence and reports in English. Must have ability to translate between English and Arabic.

#### **SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

-- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6391.

E-mail: [KhartoumHRO\\_DL@state.gov](mailto:KhartoumHRO_DL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

For more information about the positions and application procedures, please visit the U.S. Embassy internet website at the following link <http://sudan.usembassy.gov> and access the vacancies through "Job Opportunities" located at the end of the page.

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.  
Candidates will receive consideration without regard to race,  
color, religion, sex, national origin, disability, age, or sexual  
orientation.*

*The Department of State also strives to achieve equal employment  
opportunity in all personnel operations through continuing  
diversity enhancement programs.*